

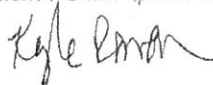
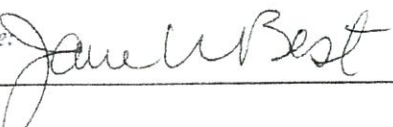
Organization / Agency Information

<i>Organization/Agency Name:</i> WHW (formerly Women Helping Women)		
<i>Physical Address:</i> 2803 McGaw Avenue, Irvine, CA 92614		<i>City/State/Zip</i>
<i>Mailing Address:</i> 2803 McGaw Avenue, Irvine, CA 92614		<i>City/State/Zip</i>
<i>CEO or Director:</i> Janie Wolicki Best, CEO		<i>Title:</i>
<i>Phone:</i> 949-200-8639	<i>Fax:</i> 949-631-8349	<i>Email:</i> janiew@whw.org
<i>Contact Person:</i> Janie Wolicki Best, CEO		<i>Title:</i>
<i>Phone:</i> 949-200-8639	<i>Fax:</i> 949-631-8349	<i>Email:</i> janiew@whw.org
<i>Web Site Address:</i> www.whw.org		<i>Tax ID:</i> 33-0576900

Program / Grant Information
Interest Area: Animal Protection Education Environment Health Human Dignity

<i>Program/Project Name:</i> Employment Success Program		<i>Amount of Grant Requested:</i> \$15,000	
<i>Total Organization Budget:</i> \$1,738,236	<i>Per 990, Percentage of Program Service Expenses (Column B / Column A x 100):</i> 91.5	<i>Per 990, Percentage of Management & General Expenses Only (Column C / Column A x 100):</i> 4.9	<i>Per 990, Percentage of Management & General Expenses and Fundraising (Column C+D / Column A x 100):</i> 8.5
<i>Purpose of Grant Request (one sentence):</i> Empower 4,800 low-income female job seekers in Orange County to secure a good job.			
<i>Program Start Date (Month and Year):</i> 01/01/2019 to 12/31/2019		<i>Program End Date (Month and Year):</i>	
<i>Gimbel Grants Received: List Year(s) and Award Amount(s)</i> 2016 - \$25,000; 2014 - \$15,000; 2012 - \$15,000; 2010 - \$10,000; 2009 - \$10,000			

Signatures

<i>Board President / Chair (print name and title):</i>	
<i>Signature:</i> 	<i>Date:</i> 2/25/19
<i>Executive Director/President (print name and title):</i>	
<i>Signature:</i> 	<i>Date:</i> 2/25/19

June 10, 2019

WHW **2019 S. L. Gimbel Foundation Fund Grant Application Submission** **VERSION 2**
with requested updates in red font.

2019 S. L. Gimbel Foundation Fund Grant Application

Welcome Page

Welcome to the 2019 S. L. Gimbel Foundation Fund Grant Application

Thank you for applying to the S. L. Gimbel Foundation Fund Grant. The mission of the S.L. Gimbel Foundation is to enhance the quality of life for people and animals by providing effective support in the Founder's specific fields of interest: Animal Protection, Education, Environmental Protection and Enhancement, Health, and Human Dignity. Please take a moment to review the grant application guidelines before continuing the process (use "Guidelines" link above). After you have read and understood the guidelines, please proceed with the grant application process. Should you have any questions regarding the online grant application process, please check the "Portal Guide" link above. If your questions are not answered via the Portal Guide, contact us using the "Contact Us" link above.

Organization Information

NOTE: If you have already started an online application and would like to resume, please [CLICK HERE](#) to login to your Applicant Account Page.

Organization/Agency Information

Organization/Agency Name

(If operating as a DBA, enter DBA name here)

WHW

Legal Name

If different from DBA/Organization/Agency Name

Women Helping Women

Tax ID

33-

0576900

Tax Status

501(c)3

Organization Mailing Address

Street Address or P.O. Box (No residential addresses, please)

2803 McGaw Avenue

City

Irvine

State

CA

Zip Code

92614

Organization Physical Address

Street No. and Name, City, State, Zip (*No residential addresses, please*)

2803 McGaw Avenue

Irvine, CA 92614

Website Address

www.whw.org

Organizational Leadership (Please list CEO, President, Board Chair, Executive Director)

Prefix

Ms

First Name

Janie

Last Name

Wolicki Best

Title

Chief Executive Officer

Work Phone

(xxx-xxx-xxxx)

949-200-8639

Extension

Cell Phone

(xxx-xxx-xxxx)

714-316-4675

Fax

(xxx-xxx-xxxx)

949-631-8349

E-mail Address

janiew@whw.org

Program/Project Contact Person

Check this box if the Program/Project Contact Person is the same as the organization's primary contact listed above

Fields in this section will auto-fill.

Yes

Prefix

Ms

First Name

Janie

Last Name

Wolicki Best

Title

Chief Executive Officer

Work Phone

(xxx-xxx-xxxx)

949-200-8639

Extension**Office Fax**

949-631-8349

E-mail Address

janiew@whw.org

Organization/Agency Background**Organization Background**

What is the history, mission, and purpose of your organization?

WHW's mission is to provide the unemployed and underemployed the skills and resources they need to get and keep a good job. Our Vision is to see every person in Orange County who wants to work enjoying gainful employment.

WHW was founded in 1993 by domestic abuse survivors who wanted to help low-income women in shelters regain independence through the power of employment, serving 63 low-income women in our first year. Since our founding, we have expanded our programs and services and have provided education, support, and a path to financial security to over 100,000 individuals.

In January 2018, we moved to larger facilities (increasing from 8,000 ft² to 17,000 ft²) in Irvine to better meet the growing needs of job seekers. This facility is also home to our Deja New retail shop and is the donation center for gifts of gently used clothing for our Apparel Centers. Clothing that is not appropriate business attire for our clients is sold in our retail shop and proceeds are used to support program expenses.

Today, with community support, we now empower over 10,000 underserved women, men, and teens annually to get and keep a job; 80% of our clients are female.

Length of Service (number of years)

How long has the organization been providing programs and services to the community?

25

Organizational Accomplishments

What are some of your past organizational accomplishments in the last 3 years?

To meet the growing need for job readiness support services, we've expanded our capacity and increased the number of clients served from 8,749 in 2016 to 11,165 in 2018, a 27% increase (roughly 90% low-income).

For the past three years, we have met or exceeded our program goals, objectives, and outcomes (as described below under Project Description).

Although the cost to WHW is \$260 per client served, with community support, we provide all services at no cost to clients or their referring non-profit agency. Our diverse funding sources include: 25% Contracts and Earned Income, 25% Foundations, 20% Individuals, 19% In-Kind Donations, and 11% Events. Over ninety-two cents of every dollar raised goes directly program services!

We've expanded our social enterprise activities to further support our mission. Prior to our move to Irvine, we had one Saturday Sale (an outdoor sale) per quarter. With our expanded facility space, we now have a full retail shop with consistent, longer hours. Our retail revenues have increased from \$5,000 per month to over \$20,000 per month.

We have developed a strong team which includes a 14-member governing Board of Directors, 14-member Advisory Board, 10-person staff, 65 interns, and over 2,000 volunteers each year. Our skills-based volunteers lead most of our workshops. and are

vital to the success of our mission and programming.

We have engaged over 275 community partners (for cross-referrals and other services) and strengthened collaborations to better serve the under and unemployed. We continue to build our partnerships with local corporations to produce "Project Interview" and in-house Hiring Events.

Overall, our facility expansion, staff and community engagement, focus on meeting or exceeding service deliverables and our continued focus on education have resulted in an improvement in our clients' job placement and retention rates.

Programs and Activities

What are some of your current key programs and activities? Describe the communities you serve. Include populations and geographic locations.

Our key program is our Employment Success Program which provides comprehensive job readiness training and support services designed to help unemployed and underemployed job seekers attain a job at a livable wage. All services are free and include workshops, computer training, job placement assistance, employment retention support, and professional apparel.

Many of our clients are referred to us by over 275 partner organizations throughout Orange County. All clients are unemployed or underemployed, from Orange County and surrounding areas, and represent diverse ethnic, economic, and age demographics.

In FY2017-18, over 89% of our clients qualified as low-income and most face severe barriers to employment; 21% were homeless or housing insecure, 3% veterans, 7% disabled, 21% homeless, and 18% single parent families. We also serve victims of domestic violence and human trafficking, formerly incarcerated adults and teens, young adults who have recently aged-out of foster care, active military and their families, veterans, and/or retired personnel, and court-involved adults and teens.

FY2017-18 client demographics include: 80% female, 20% male; ages: 21%-16-24, 47%-25-44, 25%-45-64, 7%-65+; ethnicity: 2%-American Indian and Alaska Native, 7%-Asian, 5%-Black, 47%-Hispanic and Latino, 10%-Multiracial, 1%-Native Hawaiian and Other Pacific Islander, 28%-White; average household size is 3.6; median household income (at intake) is \$11,601 annually; education level: 11%-no HS diploma, 31%-HS diploma or GED, 38%-some college and/or an Associate's Degree and 20%-Bachelor's degree or higher.

Program/Project Information

Program / Project Information

Program Area

Human Dignity

Program or Project Name

Employment Success Program

Amount of Grant Requested

Use whole dollars, do not use \$ sign, comma, or decimal

15000

Total Organization Annual Operating Budget

Use whole dollars, do not use \$ sign, comma, or decimal

1738236

Per 990, Percentage of Program Service Expenses

Column B divided by Column A, x 100 (Please enter no more than 2 digits, i.e., 7.9)

91

Per 990, Percentage of Management & General Expenses Only

Column C divided by Column A, x 100 (Please enter no more than 2 digits, i.e., 7.9)

4.9

Per 990, Percentage of Management & General Expenses and Fundraising

Column C + Column D, divided by Column A, x 100 (Please enter no more than 2 digits, i.e., 7.9)

8.5

Purpose of Grant Request

Please summarize the project (in 25 words or less).

Empower 4,800 low-income female job seekers in Orange County to secure a good job.

Use of Grant Funds

How will you use the grant funds?

Your support will help us provide comprehensive job readiness training and support services to empower low-income, female unemployed and underemployed job seekers to attain a job at a livable wage. With your support, all services are provided free to clients, and include employment readiness workshops, computer training, job placement assistance, employment retention support, and professional apparel. Specifically, your \$15,000 will help fund the salaries of direct program service staff, including the Apparel Coordinator and the Education Coordinator. Both staff members provide oversight and direction to over 2,000 volunteers per year who provide program services to job seekers.

By helping women to get and keep a job that increases their household income, you empower them to become independent and self-sufficient over the long term, which, in turn, increases access to stable housing, education, and healthcare.

Project Start Date

Month and Year

1/1/2019

Project End Date

Month and Year

12/31/2019

Gimbel Grants Received

List previous years with award amounts, if applicable

2016 - \$25,000

2014 - \$15,000

2012 - \$15,000

2010 - \$10,000

2009 - \$10,000

Statement of Need

Specify the community need you want to address and are seeking funds for.

Orange County has a reputation of being an affluent community; however, the reality is much different. According to United Way, Orange County faces four interconnected issues: Education, Income, Health and Housing. Over 300,000 residents are living below the poverty level. A minimum-wage worker must work 124 hours per week to afford a one-bedroom apartment. One in six residents lacks access to quality healthcare, and nearly 30,000 children do not have a stable place to live. Helping the underserved to get and keep a good job provides a concrete solution to these challenges.

We serve the underemployed and unemployed in Orange County to help them get and keep a good job. We are seeking your support to empower roughly 8,000 female job seekers in Orange County, like Kelly, to get and keep a good job. Roughly 21% are homeless or home insecure, 23% are victims of domestic violence, and 65% are single mothers. Roughly 90% of our clients are from low-income households who need to increase their earning capacity to independently support themselves and their families over the long term. We are also seeing an increase in the number of clients, ages 45-60, who have been downsized or terminated due to lack of technical skills, high salary, or other reasons and who not only need workforce development services, but also the encouragement to believe in themselves again. We serve teens from low-income households who need mentors and role models to help them learn their options and set plans to attain their education and career goals.

Kelly's Story: After leaving an abusive home situation, Kelly desperately needed a job to support herself and start her life over again. She was referred to WHW to obtain professional apparel for interviews, but when she arrived at WHW, she found so much more. Not only did she receive free professional apparel, she also participated in WHW's workshops and computer training sessions to learn new skills and brush up on old ones. Without a car, she was also so grateful to have access to WHW's Transportation Program. In fact, she landed her new job as a Marketing Specialist because of the support she received at WHW, and she was able to continue to utilize WHW's Transportation Program for her first two weeks of work until she received her first paycheck. With community support, Kelly is on track to live a safer and more fulfilling life, and she couldn't be happier.

To hear directly from another former client, go to <https://www.youtube.com/watch?v=m1z4L8eXWEs>.

Project Description

Describe your project. How will this project enable this organization to better meet community needs? What is unique and innovative about this project?

WHW's Employment Success Program (ESP) provides comprehensive job readiness training and support services designed to help unemployed and underemployed job seekers attain a job at a livable wage. All services are free and include employment readiness workshops, computer training, job placement assistance, employment retention support, and professional apparel.

Education is our priority and creates a path out of poverty. WHW teaches clients valuable life and professional skills. In workshops they learn how to create a resume, search for a job, dress professionally, prepare for an interview, answer hard questions about their past, to be computer-literate, balance their checkbooks, and most importantly, to regain self-confidence and self-reliance. By empowering our neighbors to get and keep a job that increases their household income, they will have increased access to stable housing, better education, and healthcare (thus helping to overcome the four key challenges in Orange County today).

WHW's Employment Success Program is unique in several ways, including:

Very strong track record. We consistently meet or exceed our program goals, objectives, and outcomes. In 2018, we served 11,165 job seekers with the following outcomes: 79% were employed within three-months of using services; 90% retained their jobs for more than 90 days; and household incomes increased by an average of 560% after six-months of employment.

WHW is focused solely on job readiness training and provides a collaborative service to other human services organizations. Many of our clients come as referrals from over 275 partner agencies. Therefore, our program reduces duplication of effort and enables our partners to remain focused on their core missions.

Our services are provided in a personalized manner that fosters success. Our staff stay in contact with our clients for over six months – helping them prepare for employment, land their job, and retain their job. Each year, we meet or exceed our four "touches per client" goal (workshops/private sessions), which is what we have determined to be ideal to lead to employment.

One of the most distinctive differences between WHW and other organizations is the high caliber coaching and instruction our job seekers receive. Our professional volunteer workshop instructors include retired corporate executives, a former Vice President of Allergan, business owners, and highly-regarded recruiters. This ensures that all information provided to job seekers is the most current information available from actual workplaces.

Most importantly, our services are free. With community support, WHW is the only agency in Orange County to provide job readiness training at no cost to clients or their referring non-profit agency.

Project Goal, Objectives, Activities, Expected Outcomes, and Evaluation: In fields below, state in the following order: **1. ONE Project Goal** that is a broad, aspirational statement of purpose for the project and **ONE Objective** that is a specific, measurable, verifiable, action-oriented, realistic, and time-specific statement intended to guide your organization's activities toward achieving the goal. **2. Specify the Project Activities** you will undertake to meet the objective and number of participants for each activity. **3. Expected Outcomes** are the individual, organizational, or community-level changes that

can reasonably occur during the grant period as a result of the proposed activities or services. What are the key anticipated outcomes of the project and impact on participants? State in quantifiable and verifiable terms. **4. Evaluation** How will progress towards the objectives be tracked and outcomes measured? Provide specific information on how you will collect relevant data and statistics that meet your objective and validate your expected outcomes in a quantifiable manner as you describe your evaluation process.

1. Project Goal

Secure meaningful employment for every female job seeker in Orange County and surrounding areas who wants to work.

2. Project Objective

Over a twelve-month period, at least 4,800 low-income female job seekers in Orange County will secure a good job within 90 days of first visit to WHW.

3. Project Activities

WHW's Employment Success Program activities are free to all clients and will consist of at least 25 hours of programming per job seeker, as follows:

Employment Readiness Workshops

o "Success Strategies" for first time Job Seekers, Resume Development, Mock Interviews and "Pathways to Employment" series which includes Confidence Building, Networking, and more. Each job seeker will participate in at least fifteen hours of workshops. The average workshop is 2.5 hours. Workshops are offered six days per week during business hours, in the evenings, and on Saturdays at the WHW Client Service Center. In addition, we offer mobile workshops at WHW's select nonprofit partner sites. The average number of workshops offered per day is eight.

Computer Training

o Beginning to advanced classes on Microsoft programs, as well as Outlook, LinkedIn, Google Docs, social media skills, QuickBooks, with access to computers, internet, and printers. The average duration of a Computer Training course at WHW is two hours. Each job seeker will participate in an average of eight hours of computer education. WHW offers approximately 35 Computer Training classes each month, with up to 3 classes offered each day.

Job Placement Assistance

o Weekly Job Leads.
o Employment Forums (five per quarter) where hiring companies interview clients at our facility.
o Transportation to interviews, classes, and job fairs. WHW provides an average of 50

trips per month to job seekers

Employment Retention Support (three to five programs monthly)

- o Rewards clients for achieving employment milestones.
- o "Alumni Alliance" - quarterly meetings (**three hours each**) for employed clients which cover sensitive topics such as dealing with difficult supervisors, negotiating salary increases, and more.
- o "Top Performers" - three months of executive coaching, **with an average of 24 hours coaching time**, to employed clients to help them navigate through corporate cultures, sustain employment, and nurture career growth.

Professional Apparel

- o Two complete business outfits **and First Impression Coaching**. Each job seeker spends **approximately two hours** with a Volunteer Personal Stylist receiving clothing, accessories, and image consulting.

4. Expected Outcomes

Over a twelve-month period, WHW will assist over 4,800 female job seekers to secure employment within 90 days of their first visit to WHW.

5. Evaluation

WHW tracks client and program/service component data, as outlined below, to ensure goals, outcomes, and budgets are met. All data is recorded and tracked in our Salesforce database. WHW uses data from our Salesforce database to generate reports on the number of job seekers receiving services and those who secure employment. WHW evaluates the following:

- Number (and demographics) of job seekers entering program, at least 8,000 females
- Hours of programming service to each job seeker, at least 25-hours
- Identify barriers to securing employment
- Time between first visit and securing employment, with at least 4,800 female job seekers securing employment within 90 days.
- Increase in household income as a result of employment, an average of 150% increase.
- Track clients' progress until at least 6 months post-employment, to ensure job retention rate of at least 90%.

We report our community impact annually, or as requested by our funding partners.

Your past support has helped thousands of low-income job seekers get and keep a good job. We look forward to hearing from you on how, together, we will see every low-income

female in Orange County who wants to work enjoying gainful employment.

***Below are some examples of how to list your Goals, Objectives, Activities, Expected Outcomes, and Evaluation:** Objective, Outcome, and Evaluation should align and should be written in a linear format, using actual numbers and data that are quantifiable and verifiable.

STATE ONE GOAL, ONE OBJECTIVE, ONE OUTCOME:

- GOAL: House all homeless youth ages 18-24 in Mariposa County who are physically, mentally, and legally able to work within 24 hours and help them become self-sufficient in 90 days.
- OBJECTIVE: House up to 145 homeless youth referred or who contact us within 24 hours.
- OUTCOME: We expect to provide rapid rehousing to over 45 homeless youth in 2017. EVALUATION: Using Build Futures' Salesforce database client management and tracking system, generate reports on the number of clients served and housed. Track our role in housing 145 youth. Account for additional success or lower numbers of youth in the program.

Target Population

Who will this grant serve? How many people will be impacted? Provide a breakdown: Number of children, youth, adults, seniors, animals.

Your funding will help us serve roughly 8,000 underserved unemployed and underemployed females (~90% from low-income households) in Orange County **over 12-months**. We anticipate that the ages served will be similar to past client demographics as follows: 21%-16-24, 47%-25-44, 25%-45-64, 7%-65+, or:

0 - Children
1,680 - Youth/Young Adults (ages 16-24)
5,760 - Adults (ages 25-64)
560 - Seniors (ages 65+)
8,000 - TOTAL FEMALES SERVED **over 12-months**

Project Timeline

Provide a timeline for implementing the project. State the start date and ending date of the project. Include timeframes for specific activities, as appropriate.

Our Employment Success Program is an ongoing program. WHW provides services Monday through Friday, from 9am – 5pm, some weekday evenings, and from 9am – 1pm on Saturdays. Our fiscal year runs from July 1 – June 30 annually.

Each client spends approximately two hours of one-on-one consultation with staff to

review their resume and prepare for interviews. Over 50 workshops (2 hrs. duration each) are conducted monthly and ten (10) computer classes are conducted each week (2 hours duration each) with open computer time 2 days weekly.

To address the increase in need from underemployed clients, WHW provides a New Client Orientation Workshop and a Resume Development Workshop multiple times per month in the evenings. Classes are offered after hours and on weekends, as needed.

Projects in the Community

How does this project relate to other existing projects in the community? Who else in the community is providing this service or has a similar project? Who are your community partners, if any? How are you utilizing volunteers?

WHW partners with over 275 Orange County agencies who refer their clients to us when they are ready to participate in job readiness training programs. Our partners rely on our exclusive workforce development services for their clients so that they can focus on their core missions which, ultimately, reduces duplication of services throughout our community. Our partners include shelters, transitional housing programs, schools, rehabilitation programs, Welfare-to-Work, youth, and veteran agencies such as Girls, Inc., Illumination Foundation, Orange County Rescue Mission, Orangewood Children's Foundation, Hope Builders and Thomas House.

In addition, we provide workforce development services in several collaborative efforts, including, but not limited to:

The Orange County Workforce Development Collaborative Program which includes WHW (lead), Youth Employment Service of the Harbor Area (YES), and Community for Innovation, Entrepreneurship, Leadership & Opportunity (CIELO).

Domestic Violence XH collaborative with Human Options (lead), Families Forward, Abrazar/Spark Point and WHW.

WHW partners with Children's Bureau of Southern California in their Dad's Matter Program.

WHW partners with United Way of Orange County, Families Forward, Serving People in Need, Project Hope Alliance and Mercy House for the UpSkill OC program. The program transitions formerly homeless individuals into mid-skill, \$60K-\$80K positions in IT and Healthcare.

Project Future

Project Future / Sustainability

Explain how you will support the project after the grant performance period. Include plans for fundraising or increasing financial support designated for the project.

Over the years, WHW has developed a well-rounded income stream to ensure financial security for WHW and our programs. Our funding sources include: 13% Contracts and 12% Earned Income, 25% Foundations, 20% Individuals, 19% In-Kind Donations, and 11% Events. Our 12% earned income comes from the proceeds of our "Deja New" resale shop, which is an outlet for the high-end, designer-brand items received. We strive to keep expenses low and maximize each dollar raised. Overall, ninety cents of every dollar raised goes directly to programming.

Governance, Executive Leadership, and Management: Key Personnel / Staff Qualifications

Governance and Executive Leadership

Describe your Board of Directors and the role it plays in the organization. What committees exist within your Board? How does your Board make decisions?

WHW's Board includes a diverse group of individuals across many professional disciplines. The Board are key ambassadors of WHW, and hold fiduciary, governance, and fundraising responsibility. One hundred percent of our Board Members contribute financially, and via their time and talent. Board committees include the Strategic Initiatives, Fund Development, Finance, Marketing and PR, and Governance Committees.

Management

Describe the qualifications of key personnel/staff responsible for implementing the project.

Janie Wolicki Best, CEO, joined WHW in 2011 and has led the organization during a period of significant growth. She has over 25 years of nonprofit and leadership experience with Boy Scouts of America, YMCA, and others. She has served as the President of the Rotary Club of Huntington Beach and has received numerous community awards. She received her BBA, Organizational Behavior/Business, New Mexico State University.

Trina Fleming, COO, joined WHW in 2010 and oversees all administrative and back office operations. Trina brings over 20 years of management experience. She serves as the President, Women's Business Institute, has been recognized with numerous community awards, and earned her MBA, Webster University and her B.S. Management Information Systems, Vanguard University.

Rachel Cueva, Director of Programs, joined WHW in 2018 and leads WHW's Employment Success Program and our volunteer program. Rachel brings over 20 years of experience in nonprofit outreach and management with Boy Scouts of America and others. She is active in numerous volunteer community leadership roles, and currently serves as the President, Rotary Club of Santa Ana. She earned her B.S. in Psychology, University of Phoenix.

For full bios on our executive and program staff, go to <http://whw.org/about/staff/>.

WHW 2019 S.L. Gimbel Foundation APPLICATION Version 2, June 10, 2019

V. Project Budget and Narrative **VERSION 2 with edits in red font.** (Do not delete these instructions on your completed form).

A) **Budget Table:** Provide a detailed line-item budget for your **entire** project by completing the table below. Requested line items should be limited to Ten (10) line items. The less the better. **A breakdown of specific line item requests and attendant costs should include:**

B)

1) Line item requests for materials, supplies, equipment and others:

a. Identify and list the type of materials, supplies, equipment, etc.

b. **Specify the unit cost, number of units, and total cost**

c. Use a formula/equation as applicable. (i.e. 40 books @ \$100 each = \$4000)

2) Line item requests for staff compensation, benefits: **Do not use FTE percentages.**

a. Identify the position; for each position request, **specify the hourly rate and the number of hours** (i.e. \$20/hr x 20 hours/week x 20 weeks = \$8,000)

b. For benefits, provide the formula and calculation (i.e. \$8,000 x 25% = \$2,000)

3) Line items on Salaries/Personnel included in budget (contribution or in-kind) but NOT requested from the Gimbel Foundation must be broken down per number 2) above: rate of pay per hour, number of hours.

WHW FY2018-2019 Employment Success Program Budget*, February 26, 2019

Line Item Request	Line Item Explanation	Support From Your Agency	Support From Other Funders	Requested Amount From Gimbel/TCF	Line Item Total of Project
Advertising/ Marketing	Brochures, flyers, promotional events, marketing technology		\$73,350		\$73,350
Auto Expenses	Auto insurance, repairs, & gasoline for WHW vehicles used for clothing drives, events, and other WHW activities.		7,300		7,300
Bank Charges (cc)	Credit card processing		8,000		8,000
Board Expenses	Board retreat/meeting		1,500		1,500
Depreciation	Furnishing and technology depreciation		17,042		17,042
Dues, Membership & Subscriptions	Association dues, professional subscriptions		11,700		11,700
In-Kind Expense	Donated clothing expense		300,000		300,000
Insurance	General liability, Cyber liability		11,340		11,340
Outside Services	Contract grant writer, contract IT consultant, annual financial audit		104,310		104,310

Payroll, Taxes & Benefits	**See details below.		740,241	\$15,000	750,241
Printing & Postage	Postage and printing general		6,300		6,300
Program Related Expense	Apparel Supplies, Workshop materials and handouts		33,100		38,100
Publications & Website	Web hosting fee		100		100
Rent/Lease	Rent for Client Service Center		200,700		200,700
Repairs/Maintenance	Office maintenance and computer replacements		10,000		10,000
Staff & Training	Training for staff, onboarding costs		2,610		2,610
Supplies	Office and computer supplies, i.e. paper, ink.		6,750		6,750
Travel & Meetings	Conference costs, program related meetings		11,250		11,250
Utilities	Internet, telephone, electricity, water		29,520		29,520
Volunteer Appreciation	Costs related to recognizing volunteers, including annual appreciation luncheon		6,300		6,300
TOTALS:			\$1,581,413	\$15,000	\$1,596,413

* All budget items above represent program-related expenses to serve 10,000 clients.

**Personnel Expense details – requesting support for:

Program Manager- Education \$24.03/hr x 40 hrs x 52 weeks= \$50,000
Apparel Coordinator \$14/hr x 40 hrs x 52 weeks= \$29,120
All other staff:
Chief Executive Officer – \$135,200 annually
Director of Programs – \$70,000 annually
Chief Operating Officer – \$81,400 annually
Office Assistant/Receptionist – \$12.50/hr x 40 hrs x 52 weeks = \$26,000
Program Coordinator- Apparel – \$14.00/hr x 40 hrs x 52 weeks = \$29,120
Retail Manager – \$17/hr x 40 hrs x 52 weeks = \$35,360
Office Coordinator – \$13.50/hr x 40 hrs x 52 weeks = \$28,080
Donation Center Coordinator– \$14.25/hr x 40 hrs x 52 weeks = \$29,640
Volunteer Manager \$19.60/hr x 40 hrs x 52 weeks=40,768
Development Coordinator \$15/hr x 40 hrs x 52 weeks=\$31,200
Director of Outreach \$60,000 annually
Program Manager- UpSkill \$57,750 annually
Payroll Taxes \$56,206
Benefits \$59,500

B) Narrative: The budget narrative is the justification of “how” and/or “why” a line item helps to meet the project deliverables. Provide a description for each line item request as necessary. Explain how the line item relates to the project. If you are requesting funds to pay for staff, list the specific duties of each position. See attached SAMPLE Project Budget and Budget Narrative

WHW respectfully requests support for the following items with our Employment Success Program budget for FY2018-19:

1. Program Director salary, who is responsible for the delivery of all of our educational workshops and computer classes. She spends approximately 40 hours per week personally delivering workshops to clients or overseeing the skills-based volunteers who deliver workshops.
2. Apparel Coordinator salary, who is responsible for delivery of all apparel services. She spends approximately 40 hours per week in overseeing the program, including scheduling, processing referrals and supervising volunteers who serve as Personal Stylists.

Your support will help us empower roughly 8,000 low-income, female unemployed or underemployed job seekers in Orange County with the skills and resources they need to get and keep a good job.

S.L. Gimbel Foundation 2019 APPLICATION

VI. Sources of Funding: Please list your current sources of funding and amounts.

Secured/Awarded

WHW 2018-19 Secured/Awarded Funds

Name of Funder: Foundation, Corporation, Government	Amount
United Way	\$75,000
Orange County Transportation Authority JARC 2018-19	\$44,480
Kaiser Permanente- Collaborative Grant with YES and CIELO	\$40,000
Orange County Community Foundation (anonymous donor-advised fund)	\$30,000
Wells Fargo Foundation	\$25,000
State Street Foundation	\$20,000
Eaton	\$15,000
Pacific Life Foundation	\$12,500
Opus Community Foundation	\$10,000
Pfaffinger Foundation	\$10,000
Southern California Edison	\$10,000
Women's Philanthropy Fund (United Way)	\$5,000
3M / Meguiar's	\$5,000
Union Bank	\$5,000
Capital Group	\$4,000
Edwards Lifesciences	\$4,000
Boeing Employee Community Fund	\$3,000

Pending

WHW 2018-19 Pending Funds

Name of Funder: Foundation, Corporation, Government	Amount	Decision Date
TJX	\$5,000	Mar-19
Mazda Foundation	\$10,000	Mar-19
Ueberroth Foundation	\$10,000	Mar-19
MakeSense Foundation	\$10,000	Mar-19
Soroptomist International of Brea/La Habra	\$1,000	Mar-19
Green Foundation	\$20,000	May-19
Cavarrici Family Foundation	\$2,000	Jun-19
US Bank Foundation	\$10,000	Jun-19
Bank of America Foundation	\$15,000	Jun-19

Diversity of Funding Sources: A financially healthy organization should have a diverse mix of funding sources. Complete those categories that apply to your organization using figures from your most recent fiscal year.

WHW 2018-19 Organization Budget Revenue Sources

Funding Source	Amount	% of Total Revenue	Funding Source	Amount	% of Total Revenue
Contributions, Individuals	\$ 315,000	20	Program Fees	\$156,000	10
Fundraising/Special Events	\$175,000	11	Interest Income	\$0	0
Corp/Foundation Grants	\$400,000	25	Other: Social Enterprise	\$250,000	15
Government Grants	\$ 0	0	Other: In-Kind	\$300,000	19

Notes:

S.L. Gimbel Foundation 2019 APPLICATION

VII. Financial Analysis

Agency Name: WHW (formerly Women Helping Women)

Most Current Fiscal Year (Dates): From 7/1/16 To: 6/30/17

This section presents an overview of an applicant organization's financial health and will be reviewed along with the grant proposal. Provide all the information requested on your **entire organization**. Include any notes that may explain any extraordinary circumstances. Information should be taken from your most recent 990 and audit. **Double check your figures!**

Form 990, Part IX: Statement of Functional Expenses

1) Transfer the totals for each of the columns, Line 25- Total functional expenses (page 10)

(A) Total Expenses	(B) Program service expenses	(C) Management & general expenses	(D) Fundraising expenses
\$ 1,330,203	\$ 1,218,901	\$ 67,186	\$ 44,116

2) Calculate the percentages of Columns B, C, and D, over A (per totals above)

- Program services (B) – A general rule is that at least 75% of total expenses should be used to support programs
- Management & general administration (C) – A general rule is that no more than 15% of total expenses should be used for management & general expenses
- Fundraising (D) – A general rule is that no more than 10% of total expenses should be used for fundraising

(A) Total Expenses	(B) Program service expenses	(C) Management & general expenses	(D) Fundraising expenses
1,330,203	Columns B / A x 100	Columns C / A x 100	Columns D / A x 100
Must equal 100%	91	5	4

3) Calculate the difference between your CURRENT year budget for management & general expenses and your previous management & general expenses per your 990 (Column C)

Percentage of Organization's Current Total Budget used for Administration	Column C, Management & general expenses per 990 above	Differential
10%	9	1

If the differential is above (+) or below (-) 10%, provide an explanation:

2019 S.L. Gimbel Foundation APPLICATION

Quick Ratio: Measures the level of liquidity and measures only current assets that can be quickly turned to cash. A generally standard Quick Ratio equals 1 or more.

Cash	+ Accounts Receivables	/Current Liabilities	= Quick Ratio
\$ 566,701	\$ 27,905	\$ 59,984	9.91

Excess or Deficit for the Year:

Excess or (Deficit) Most recent fiscal year end	Excess or (Deficit) Prior fiscal year end
\$ 262,563	\$ (\$87,259)

Notes:

WHW 2017-18 Organization Actuals vs. 2018-19 Organization Budget

	FY 2017-18 ACTUALS	FY 2018-19 BUDGET	VARIANCE
INCOME			
Contracts	\$185,840	\$156,000	(\$29,840)
Earned Income	\$187,082	\$250,000	\$62,918
Events	\$176,117	\$247,500	\$71,383
Grants	\$375,939	\$438,000	\$62,061
Contributions	\$426,417	\$340,000	(\$86,417)
In-Kind Donations	\$235,550	\$300,000	\$64,450
Misc	\$667	\$600	(\$67)
Government Contributions	\$0	\$0	\$0
Total Income	\$1,587,615	\$1,732,100	\$144,485
EXPENDITURES			
Advertising/Marketing	\$95,947	\$81,500	(\$14,447)
Auto Expenses	\$4,157	\$7,300	\$3,143
Bank Charges (cc)	\$9,973	\$8,000	(\$1,973)
Board Expenses	\$0	\$1,500	\$1,500
Depreciation	\$14,816	\$18,935	\$4,119
Dues, Membership & Subscriptions	\$11,762	\$13,000	\$1,238
In-Kind Expense	\$258,670	\$300,000	\$41,330
Insurance	\$11,652	\$12,600	\$948
Outside Services	\$93,389	\$115,900	\$22,511
Payroll, Taxes & Benefits	\$733,737	\$833,601	\$99,864
Printing & Postage	\$6,317	\$7,000	\$683
Program Related Expenses	\$94,795	\$38,100	(\$56,695)
Publication & Subscription	\$0	\$100	\$100
Rent/Lease	\$175,364	\$223,000	\$47,636
Repairs/Maintenance	\$15,274	\$15,000	(\$274)
Staff & Training	\$1,087	\$2,900	\$1,813
Supplies	\$7,820	\$7,500	(\$320)
Travel & Meetings	\$9,732	\$12,500	\$2,768
Utilities	\$23,000	\$32,800	\$9,800
Volunteer Appreciation	\$6,165	\$7,000	\$835
Total Expense	1,573,666	1,738,236	\$164,570
Net Income	\$13,949	(\$6,136)	(\$20,085)

Part IX Statement of Functional Expenses FY 2017-18

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX.

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21.				
2 Grants and other assistance to domestic individuals. See Part IV, line 22.	258,670.	258,670.		
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16.				
4 Benefits paid to or for members.				
5 Compensation of current officers, directors, trustees, and key employees.	135,200.	86,073.	22,018.	27,109.
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B).	0.	0.	0.	0.
7 Other salaries and wages.	480,779.	480,710.		69.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions).				
9 Other employee benefits.	65,551.	60,420.	3,202.	1,929.
10 Payroll taxes.	52,211.	48,824.	1,578.	1,809.
11 Fees for services (non-employees):				
a Management.				
b Legal.				
c Accounting.	30,560.		30,560.	
d Lobbying.				
e Professional fundraising services. See Part IV, line 17.				
f Investment management fees.				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)				
12 Advertising and promotion.	26,056.	20,668.	889.	4,499.
13 Office expenses.				
14 Information technology.				
15 Royalties.				
16 Occupancy.	175,364.	158,026.	9,457.	7,881.
17 Travel.	9,732.	8,602.	519.	611.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials.				
19 Conferences, conventions, and meetings.				
20 Interest.				
21 Payments to affiliates.				
22 Depreciation, depletion, and amortization.	14,817.	13,600.	664.	553.
23 Insurance.	11,653.	6,734.	4,615.	304.
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a PROGRAM RELATED EXPENSES	94,795.	93,938.	453.	404.
b MOVING EXPENSES	75,940.	75,940.		
c OUTSIDE SERVICES	62,830.	53,387.		9,443.
d UTILITIES	23,000.	21,071.	1,026.	903.
e All other expenses.	58,260.	54,929.	2,440.	891.
25 Total functional expenses. Add lines 1 through 24e.	1,575,418.	1,441,592.	77,421.	56,405.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720).				

WHW
Organization Budget
FY2018-19
8.1.18

INCOME	
Contracts	\$156,000
Earned Income	\$250,000
Events	\$247,500
Grants	\$438,000
Contributions	\$340,000
In-Kind Donations	\$300,000
Misc	\$600
Total Income	\$1,732,100

EXPENSES	
Advertising/Marketing	\$81,500
Auto Expenses	\$7,300
Bank Charges (cc)	\$8,000
Board Expenses	\$1,500
Depreciation	\$18,935
Dues, Membership & Subscriptions	\$13,000
In-Kind Expense	\$300,000
Insurance	\$12,600
Outside Services	\$115,900
Payroll, Taxes & Benefits	\$833,601
Printing & Postage	\$7,000
Program Related Expenses	\$38,100
Publication & Subscription	\$100
Rent/Lease	\$223,000
Repairs/Maintenance	\$15,000
Staff & Training	\$2,900
Supplies	\$7,500
Travel & Meetings	\$12,500
Utilities	\$32,800
Volunteer Appreciation	\$7,000
Total Expense	1,738,236

Net Income	(\$6,136)
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Input for S.L. Gimbel Final Report
For 2016 Grant of \$25K to support ESP
Due online by 8/15/17 via Survey Monkey

Link to Website: <http://www.thecommunityfoundation.net/grants>

Link to Survey Monkey

<https://www.surveymonkey.com/r/?sm=Y3ymEbbNqnZcYCdvlf67ipOUQvalZQIQDDGLXjHV6cY%3d>

Questions 1-15 are required and must be completed

1. Organization name:

WHW (Women Helping Women)

2. Grant #

20160485

3. Grant Period

8/1/16 – 7/31/17

4. Location of Services (City and State)

Santa Ana, CA

5. Name and Title of person completing evaluation.

Janie Wolicki Best, Chief Executive Officer

6. Phone Number:

(949) 631-2333, x-316

7. Email address.

janiew@whw.org

8. Total number of clients served through this grant funding.

8,146

9. Describe the project's key outcomes and results based on the goals and objectives.

The goal of the Employment Success Program to create marketable, employable job applicants by providing free services that will help them get and keep a good job. During FY 2016-2017, our objectives and accomplishments were as follows:

Objective I: The Program will serve at least 8,000 disadvantaged individuals; 70% (5,600) will be women.

Accomplishment: We exceeded our goal! We provided the Employment Success Program services to 8,146 disadvantaged job seekers! Approximately 70% (5,702) were unemployed or underemployed women.

Input for S.L. Gimbel Final Report
For 2016 Grant of \$25K to support ESP
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Objective II: 100% of clients who participate in the Employment Readiness component will receive one-on-one assistance in creating a customized resume, participate in at least 6 hours of educational workshops or computer training, and receive over 400 job leads twice weekly.

Accomplishment: WHW achieved this objective.

Objective III: At least 60% of Employment Readiness clients will become employed within four months of service. Once employed, at least 90% will retain their jobs for more than six months, which is the timeframe our staff tracks our clients' success.

Accomplishment: WHW expanded the educational components of the Program, which helped to increase the success of our clients. Approximately 83% became employed within three months of service, and they maintained a 91% retention rate and household incomes increased by 311%!

10. Please describe any challenges/obstacles the organization encountered (if any) in attaining stated goals & objectives.

Our challenge now is our limited space. We have reached capacity for the number of clients who can attend our workshops and computer classes at our Santa Ana facility – all of our classes are full. Our lease is expiring at the end of 2017 and we are actively searching for a larger location that will enable us to continue to expand to support all those who need our services. With this change, we anticipate significant upfront costs will be associated with moving to a new location.

However, a benefit to finding additional space is the ability to expand our social enterprise activities, especially our Saturday Sales. Our quarterly Saturday Sales event is our opportunity to sell the donated clothing we receive which is not business appropriate. Our last sale generated over \$18,000 in just one day! Having a larger space to increase this successful enterprise will help to offset an increase in rent for a larger facility.

11. How did the organization overcome and/or address the challenges and obstacles?

Over the years, as client needs have changed with the changes in the job market and economic climates in Orange County, WHW has grown and modified services to help them attain employment in face of their barriers. WHW is very proud of the expanded services we provide today, which have helped our clients succeed. We provided 398 in-house workshops and 371 computer classes. In addition, we continued to build our partnerships with local corporations to produce "Project Interview" and in-house Hiring Events. In addition, we have been able to reach our target of four "touches per client" (workshops/private sessions), which is what we have determined to be ideal to lead to employment.

12. Describe any unintended positive outcomes as a result of the efforts supported by this grant.

Since 2010, WHW has seen a continuous need for job readiness support services and the number of clients we have served has increased by 500% to meet this demand. In FY 2016-17 (ended June 30), we served 8,146 men and women. Based on the large number of clients seeking our services, it is clear that there continues to be a strong need for job readiness training to help both the unemployed and the underemployed so that they can compete effectively in today's job

Input for S.L. Gimbel Final Report
For 2016 Grant of \$25K to support ESP
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market. Thanks to the support of the S.L. Gimbel Foundation and The Community Foundation, WHW had the resources to meet this need and help the disadvantaged attain self-sufficiency.

13. Briefly describe the impact this grant has had on the organization and community served.

Although Orange County, California, has a reputation of being a very affluent community, reality is much different. According to the United Way, Orange County faces four interconnected issues – Education, Income, Health, and Housing. Over 300,000 residents are living below the poverty level; a minimum-wage worker must work 105 hours per week to afford a one-bedroom apartment; 1 in 6 residents lack access to quality healthcare; and nearly 30,000 children do not have a stable place to live. WHW provides the unemployed and the underemployed the skills and resources they need to get and keep a good job – and a “good” job is one answer to all of these problems.

Every year more than 5,000 job seekers participate in WHW’s services, which are focused on making them the most marketable candidate for the job they seek. Services include Employment Readiness Workshops, Computer Training, Job Placement Assistance, Employment Retention Support and Professional Apparel. By empowering our neighbors to get and keep a job that affords them a livable wage, WHW helps to increase household income, which increases access to better education, healthcare, and housing. Our vision is to see every OC resident who wants to work gainfully employed, paying taxes, giving back to the community and participating in all that OC has to offer.

14. Please provide a budget expenditure report of the approved line items. Include a brief narrative on how the funds were used to fulfill grant objectives.

Although the cost to WHW is approximately \$260 per person, WHW provides all services at no charge to our clients or their referring non-profit. Therefore, support from the community is critical to ensure these services remain available to the underserved and we sincerely appreciate the \$25,000 in funding from the S.L. Gimbel Foundation. Your contribution was used to provide support for two critical staff positions that provide direct services to our clients, and program related expenses as follows:

1. Program Manager – Education, who is responsible for the delivery of all workshops and computer classes. She spends approximately 10 hours per week delivering workshops to clients ($\$31.58/\text{hr} \times 10 \text{ hrs/wk} \times 52 \text{ wks} = \$16,421$).
2. Volunteer Manager, who is responsible for recruiting, training, and placing over 1,000 volunteers who provide direct services to clients, including Personal Stylists, Workshop Facilitators, and Computer Lab instructors ($\$23.13/\text{hr} \times 5 \text{ hrs/wk} \times 52 \text{ wks} = \$6,058$).
3. Program Related Expenses, including workshop handout supplies, paper, ink = \$2,521

The free services provided to clients included:

- Employment Readiness Workshops
 - “Job Club” for first time Job Seekers, Resume Development, Mock Interviews, and “Pathways to Employment” (focused on networking)
- Computer Training

Input for S.L. Gimbel Final Report
For 2016 Grant of \$25K to support ESP
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- Beginning to advanced classes on Microsoft programs, as well as Outlook and LinkedIn, and access to computers/Internet/printers
- Job Placement Assistance
 - Weekly Job Leads
 - Employment Forums, where hiring companies interview clients at our facility
 - Transportation to interviews, classes, and job fairs
- Employment Retention Support
 - Rewards to clients for achieving employment milestones
 - “Alumni Alliance” – quarterly meetings for employed clients; topics include dealing with difficult supervisors and coworkers, negotiating salary increases and promotions and public speaking/presentations.
 - “Top Performers” – provides 1-on-1 coaching to employed clients to navigate through corporate cultures, increase retention, and nurture career growth
- Professional Apparel
 - Two Complete Business Outfits, Accessories, Haircut and Manicure, Image Awareness and First Impression Coaching

15. Please relate a success story.

The impact of our services is reflected in the success of clients such as Mary Ann. When she was laid off, she found herself sitting at home and applying for hundreds of jobs online with no success. As a single mother of our children, surviving on unemployment benefits and money borrowed from her 401K, she knew she needed help. The One Stop Center referred her to WHW, where she took advantage of WHW’s free educational workshops. She learned how to create a great profile on LinkedIn, target the companies she wanted to work for, create connections at those companies, and develop a great resume. She also learned how to prepare for interviews by participating in taped mock interviews. Today, Mary Ann is working her dream job – she is a landscape architect and has gone back to school to increase her technical skills for career advancement. If Mary Ann had not come through the doors of WHW, she is not sure where she would be. “I know that I was not in a position to do this on my own. This is where I wanted to be, and I would not be here, if it were not for WHW.”

Questions 16-24 are optional questions and relate to demographic information on clients served. This helps us provide a broader picture of your organization and populations being served.

(Q16-17 optional space to relate additional success stories)

18. Which category best describes the organization. Please choose only one.
Women & Children

19. What is the organization’s primary program area of interest?
Health & Human Services

20. Approximate percentage of clients served through grant in each ethnic group category. Total must equal 100%
47% Hispanic
28% White

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For 2016 Grant of \$25K to support ESP
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5% Black
2% American Indian/AK Native
7% Asian
1% Native Hawaiian/PI
10% Other
100% Total

21. Approximate percentage of clients served from grant funds in each age category.

0% 0 to 5
0 6-12
2 13-18
19 18-24
66 Adults
13 Seniors

22. Approximate percentage of clients served with disabilities from grant funds.

8% physically disabled

23. Approximate percentage of clients served in each economic group.

88% at/below poverty level
21% homeless

24. Approximate percentage of clients served from grant funds in each population category.

23% Single Adults
76% Families
70 Single Parent Families
8 Disabled
72 Ethnic Minority
LGBTG
23 Abused Women/Children 30
21 Homeless
Immigrants
4 Military
Parolees
5 Students
5 Elderly
2 Children/Youth (those not included in Family)



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WOMEN HELPING WOMEN
2803 MCGAW AVE
IRVINE CA 92614

9873

Employer ID number: 33-0576900
Form 990 required: Yes

Dear Taxpayer:

We're responding to your request dated Jan. 10, 2018, about your tax-exempt status.

We issued you a determination letter in June 2000, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely yours,